

## CERTIFICATION OF WORK PREVENTIVE MAINTENANCE

(To be completed by the Contractor and saved in the Contractor's CMMS)

FACID/Building: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

Contractor Personnel on Site:

|          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**Work Performed:**

**Preventive Maintenance** - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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## CERTIFICATION OF WORK

To be signed by the Contractor:

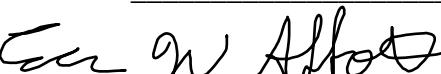
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

To be signed by Facility Manager:

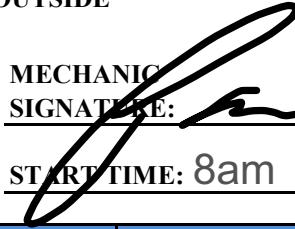
By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: 

E-Mail: \_\_\_\_\_

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

MECHANIC  
 SIGNATURE: 

DATE: 11/5/19

SITE AND BLDG #: NY051-01

LOCATION/RM #: WO# 5743 ASSET # 10066  
 5974 190917-294

START TIME: 8am

FINISH TIME: 8:15am

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |   |
| 1   | Schedule and coordinate work with operating personnel.  | ✓             |    |   |
| 2   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |               |    |   |
| 1   | Inspect lighting contactor for pitting or arcing - report issues  | ✓             |    | no pitting or arcing  |
| 2   | Inspect visual condition of wiring. Look for evidence of overheating.   | ✓             |    | no evidence of overheating  |
| 3   | Check for proper light operation.   | ✓             |    | lights operate correctly  |
| 4   | Test operation of automatic switches/ time clock/ photocells if applicable.   | ✓             |    | time clock and photo cells function properly                            |
| 5   | Inspect light pole and mounting devices for deficiencies.   | ✓             |    | light pole and mounts are good  |
| 6   | For any noted deficiency, takes pictures and open corrective maintenance ticket.  | ✓             |    | no noted deficiencies   |

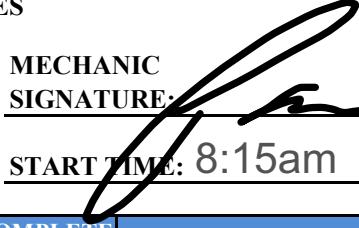
Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**GATES**

SITE AND BLDG #: **NY051-01**

MECHANIC  
SIGNATURE:   
DATE: **11/5/19**

LOCATION/RM #: **WO# 5744** **ASSET # 10069**  
**5974** **190917-299** START TIME: **8:15am** FINISH TIME: **9:15am**

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |   |
| 1   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓             | /  |   |
| 2   | Notify affected personnel before performing PM (alarmed or security entrances).   | ✓             | /  |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |               |    |   |
| 1   | Inspect all pivot points, hinges, latches, etc. Apply lubricant where needed, wiping off excess.  | ✓             | /  |   |
| 2   | Check all locking devices. Lubricate as required.   | ✓             | /  |   |
| 3   | Inspect center gate support rollers and lubricate as required.  | ✓             | /  |   |
| 4   | Clean roller track of any debris.   | ✓             | /  |   |
| 5   | Check bolts, fasteners, and mounting hardware. Tighten or adjust as necessary.  | ✓             | /  |   |
| 6   | Check for any obstructions that retard full swing or movement of the gate.  | ✓             | /  |   |
| 7   | Check that shrubs and trees are pruned clear of gate.   | ✓             | /  |   |
| 8   | Check hold open devices for proper operation. Lubricate as required.  | ✓             | /  |   |
| 9   | Check the top guard and ensure that it is properly fastened and the wires are tight. Tighten as required.   | ✓             | /  |   |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:** asset number 190917 - 299 Pole Gates do not function at all and need to be replaced  
I'm requesting a CM ticket open for these  
asset 10069 is not functioning correctly the operator is opening and closing the gate on its own it looks like the main control board is arcing the Maingate also has been bent from the last wind storm and needs to be replaced I am requesting a CM ticket open for this one also